

9 January 1973

APP + PRA
File

MEMORANDUM FOR: Chief, Plans Staff

SUBJECT : Underslotting

1. During the preparation of the APP, you expressed the opinion that underslotting was so wide-spread and in such numbers that it might not represent a suitable item for inclusion in the APP package. To check this question, I obtained an IBM listing from SRB which presented (by alpha within grade groups) an accounting of personnel slotting throughout the Agency by career service. This particular roster is produced monthly. Noting that the D and R Services were the easiest to scrutinize, I limited my review to these two Services in comparing both PRA's and underslotting.

2. I was struck with several things, not the least of which was the fact that both the D and R Services had more PRA's in November of 1972 than they did a year earlier when I made a similar survey. Admittedly, monthly variations do occur and some of the slotting may not reflect true situations, but it seems amply clear to me that the inclusion of this item in the Annual Personnel Plan is justified. The fact, for example, that 42 percent of the Clandestine Service officers at the GS-17 level are "personal ranked" suggests how uncontrolled this practice has become. Twenty percent or better of all Supergrades in the Clandestine Service are personal ranked, while 21 percent of their personnel GS-12 and above are underslotted. Someone is being cheated!

3. The data suggests that the incidence of personal rank assignments tends to increase with grade, consequently, the excess salary paid through PRA's amounts to a considerable sum of money. Conversely, a greater proportion of low-grade personnel are underslotted where dollar "savings" aren't so great.

4. It is particularly interesting to note that in both the DDS&T and the DDP some 30 percent of the clerical help is underslotted. Recognizing that turnover among clerical employees is high and that many find it hard to live on their present salaries, the clerical group as a whole has been treated unfairly. It is wrong that for those whose careers are relatively short as Agency employees, that many are not paid at the rate called for by the jobs they incur. It is wrong, also, that with increased tenure and grade an individual employee frequently can "enjoy" an assignment wherein his salary far exceeds that called for by the job he is asked to perform.

5. Underslotting for both the R and D Services is at about the 24 percent level. Considering the headroom problems which are being felt throughout the Agency by employees and which are continuing to create issues of concern to management, PRA's and underslotting ought to be reduced at a steady, if not rapid, pace until in fact they become quite clearly an exception to Agency personnel slotting practices.



Plans Staff

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